



State of Rhode Island
OFFICE OF LIBRARY AND INFORMATION SERVICES
Rhode Island Department of Administration

DELIVERY REPORT FOR BINS NOT TAKEN BY DRIVER

When a delivery driver does not take all the bins from the delivery pick-up area, use this form to fax a report to OLIS. *(Use only when the driver leaves bins behind.)*

Library Code _____

Date ____ / ____ / ____

Day of the week _____

Number of bins NOT taken by driver: Empty bins: _____ Full bins: _____

Number of bins TAKEN by the driver: Empty bins: _____ Full bins: _____

Usual driver (check one) ☐ yes ☐ no

Check one:

- ☐ No one was in the area when the driver came.
- ☐ The driver was spoken to and asked to take the bins.
- ☐ The driver was NOT asked to take the bins at the time.

When applicable, check the following:

- ☐ The driver was not able to take all the bins because the vehicle used for delivery was full AND someone asked the driver to take the bins at the time.

Comments? (optional)

Fax this form to OLIS at 222-4195
(no cover sheet needed)